

Workgroup: Public Involvement (#2)

1. Charge: This workgroup is responsible for meeting targets related to partnership, external communication/education, and providing data on public health/environmental information. This group will make recommendations on how to achieve the above, and develop processes or tools to implement the recommendations.

Products:

- By January, 2005 develop and implement methods to cultivate a shared understanding of the function of permitting, the role of the Department, and how to participate in the permit and permit rulemaking processes.
- By February, 2005, develop and implement methods to ensure that businesses and interested parties have a clear understanding of the content of primary compliance documents.
- By February, 2005 develop and implement methods to effectively resolve conflicts with businesses and interested parties.
- By January, 2005 define and develop and make available public health/emission data on the web.
- By January, 2005 develop and implement communication and/or education methods appropriate for different degrees of permit regulation changes.
- By January, 2005 complete design and development of web pages for all external parties. These pages should contain the type of tracking information and documents to be made available on the web. These pages should also be able to help identify for the public and other interested parties when there are permit actions relevant to them.
- By January, 2005 develop a simplified public notice or other mechanism to communicate easily understandable permit information to the public.
- By January, 2005 develop and implement recommendations for meaningful involvement by economic development specialists.

2. Targets That Apply to this Workgroup

Customer Service Target 1. Track key events of permit applications in "real time". By December 2004, make event tracking and support documents available on the Department's website in a timely manner for all customers. By July 2006, the Air Program will be able to receive and process applications electronically.

Customer Service Target 2. By January 2005, the Air Program will develop a partnership among the public, business, EPA and internal staff related to the function of permitting and the role of the Department. All parties are aware of how to participate in the permit and permit rule-making processes in a meaningful way. (Needs addressed: roles and responsibilities, transparency, ability to participate, partnerships)

Customer Service Target 3. By February 2005, the Air Program will develop methods to ensure that businesses and interested parties have a clear understanding of the content of primary compliance documents; how facilities demonstrate compliance; and how to effectively resolve conflicts with the Air Program.

Environment Target 2. By January 2005, provide data on the web, which shows the relationship between local air pollution levels and public health. This will be continually evaluated and updated.

Innovation/Learning Target 3. Whenever a new permit regulation or regulatory strategy is developed or updated, the Air Program actively works with partners to ensure there is effective communication, opportunity for input, and an appropriate level of education.

3. Expected improvements resulting from workgroup products:

Improvements	Satisfies
Simplified documents	APII
Meaningful public involvement	NOD, APII
Improved communication and transparency	Act 118, APII
Clarify relationship between environmental goals and permit requirements	LAB, APII
Develop conflict resolution process	ACT 118, APII

4. People/Expertise/Skills to be On the Workgroup and Estimated Hours:

Resources	FY04-4	FY05-1	FY05-2	FY05-3	Total
Project Lead	100	100	100	50	350
Air Communications Specialist to act as translator	75	75	75	25	250
Air Program Outreach specialist	30	30	30	30	120
Air permit or compliance staff with interest in public involvement (3)	75	75	75	25	250 ea
Public citizens (2)	33	33	34	0	100 ea
Representatives from environmental groups (2)	33	33	34	0	100 ea
Economic development professionals (2)	33	33	34	0	100 ea
Local government representatives (2)	33	33	34	0	100 ea
Small business Representatives (suggest someone from the Small Business Council because of time commitment)	33	33	34	0	100 ea
Industrial representatives (2)	33	33	34	0	100 ea
EPA (ad hoc)	10	10	10	0	30
Facilitator with knowledge of how to cultivate partnerships	67	67	66	0	200
Air program regional manager	67	67	66	0	200
Public health representative	33	33	34	0	100
Web developer – as part of Data Integration effort (ad hoc)	75	75	75	25	250

5. Other people or projects this workgroup should coordinate with:

- Air Management Team
- Stationary Source Strategy workgroup needs to be kept informed so that public information is consistent with overall stationary source goals.
- Stationary Source Strategy workgroup needs to keep this workgroup informed of its overall goals in the area of public involvement.
- Legal

6. Dependencies – (what products does this workgroup rely on from others and what products does this workgroup owe others):

- This group is dependent upon there being a web developer and programmer.
- The Traditional Permits workgroup is dependent on this group to define the public involvement process.
- The Traditional Permits workgroup, and the Process and Technology workgroup are dependent on this group to design a website for facility permit transactions that they will use when they develop the software application.